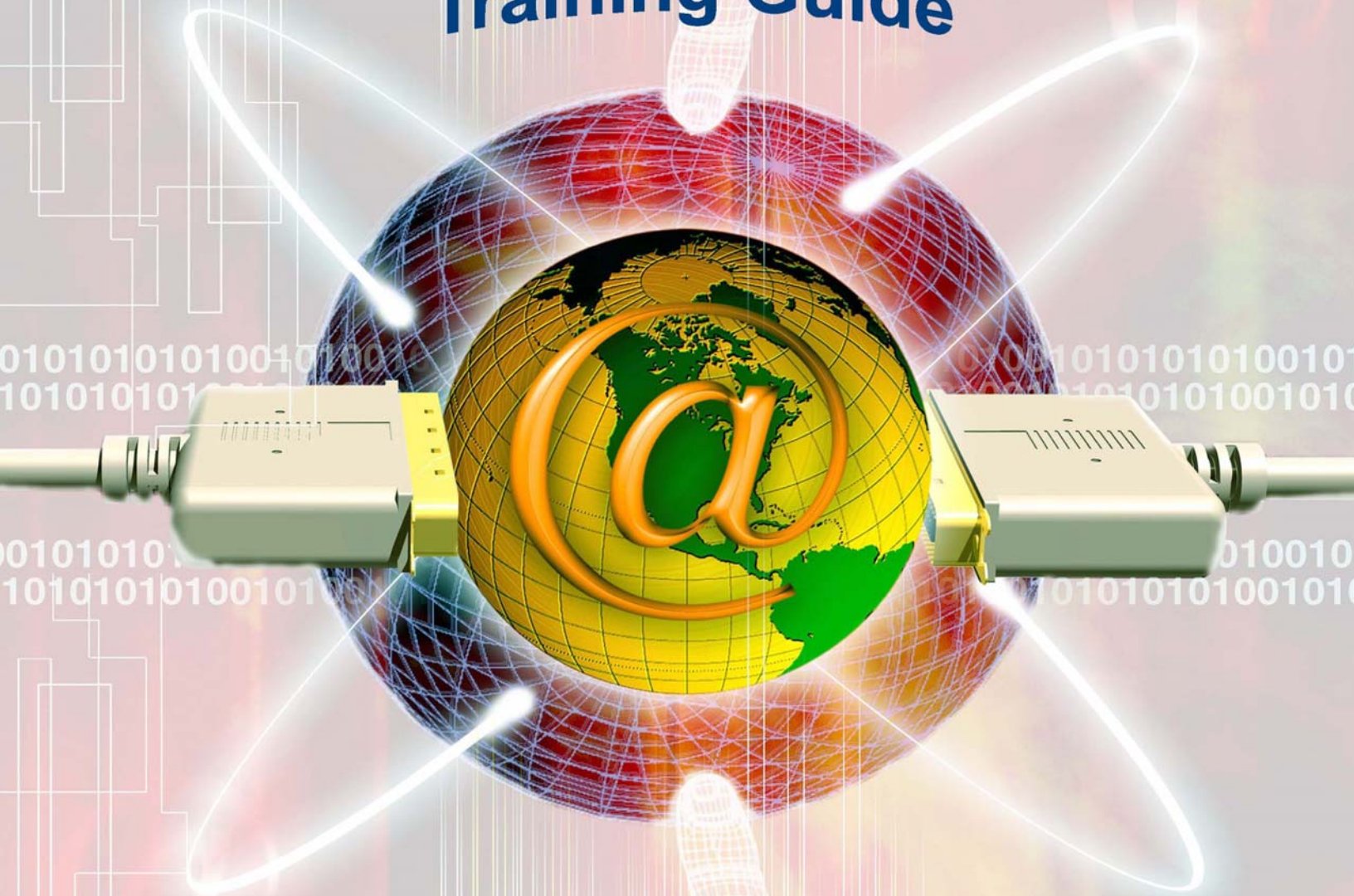




PureEdge Viewer Training Guide



**FORMS CONTENT MANAGEMENT
PROGRAM (FCMP)**

PureEdge Viewer Training Guide

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PureEdge Viewer Training Guide

Introduction

Army Publishing has taken the first step toward improving the way the Army gathers information in the new century. The PureEdge e-Forms solution not only replaces the technology of traditional forms; it transforms the way the Army conducts business.

PureEdge e-Forms

The exciting PureEdge e-Forms solution is a quantum leap over previous forms software and is far more than simply an electronic form. Under the Forms Content Management Program, the printed form is only one of many potential outputs of the new system. The PureEdge e-Form is an intelligent form that encapsulates the form logic and the underlying data into a single file in a non-proprietary Extensible Markup Language (XML) format. Secure digital signatures, ad hoc routing, and support for online as well as offline users are just some of the benefits of the PureEdge e-Form.

Unlike previous forms software, the data placed into an e-Form is saved with the form itself, rather than saved as a “record” in a database. This means that all of the information you enter into an e-form is kept together in one place, making it easy to manage your forms from wherever you are.

Course Objectives

The purpose of this training guide is to outline the features contained within the PureEdge Viewer. For all personnel supporting the Army mission, the PureEdge Viewer application will provide the interface to allow users to fill, save, print, and email e-Forms. The objectives of this guide are:

- 1. To provide knowledge about e-Forms.**
- 2. To provide knowledge about the PureEdge Viewer that displays e-Forms.**
- 3. To provide the basic skills to use the PureEdge Viewer.**
- 4. To provide the skills to fill, save, print, and email an e-Form.**

PureEdge Viewer Overview

What is a PureEdge e-Form?

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U.S. ARMY
Forms Content Management

SAVE SAVE AS PRINT EMAIL

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS		
For use of this form, see AR 600-8-4, the proponent agency is DCS, 9-1.		
THRU: (Include ZIP Code)	TO: (Include ZIP Code) Recipient PO Box 1997 Alexandria, VA 22332	FROM: (Include ZIP Code) APD 2461 Eisenhower Ave. Alexandria, VA 22332
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Jones, Mary, Z	2. SSN 123-45-6789	3. GRADE 12
4. ORGANIZATION AND STATION APD	5. ACCIDENT INFORMATION	
	a. DATE 2005	b. PLACE (City and State) Alexandria, VA
SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR		
6. INDIVIDUAL WAS <input checked="" type="checkbox"/> OUT PATIENT <input type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL	7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY VA Medical Center	
8. HOUR AND DATE ADMITTED 17:30 20050624	9. HOUR AND DATE EXAMINED 18:45 20050624	
10. NATURE AND EXTENT OF <input checked="" type="checkbox"/> INJURY <input type="checkbox"/> DISEASE <input type="checkbox"/> RESULTING IN DEATH (Explain)		
11. MEDICAL OPINION: a. INDIVIDUAL <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT UNDER THE INFLUENCE OF <input type="checkbox"/> ALCOHOL <input type="checkbox"/> DRUGS (Specify): b. INDIVIDUAL <input checked="" type="checkbox"/> WAS <input type="checkbox"/> WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate). c. INJURY <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE. d. INJURY <input type="checkbox"/> WAS <input checked="" type="checkbox"/> WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:		
12. THE FOLLOWING <input checked="" type="checkbox"/> TEMPORARY	10 ML BLOOD	

NUM

The PureEdge e-Form is the new data collection and processing tool for the Army. It is not simply an electronic form. It is an intelligent tool that will reduce the time that the user requires to complete documents. PureEdge e-Forms can be completed online or offline giving the user maximum flexibility. Each e-Form is a single file that can be saved to your local machine, a network location, or a floppy disk. The form, data and graphics all form a single file.

PureEdge Viewer Overview

The PureEdge Viewer

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12. THE FOLLOWING DISABILITY <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT		ALCOHOL/100 ML BLOOD	

NUM

The PureEdge Viewer is the program that displays an e-Form. The software can be installed on Army computers via a download from the Army Small Computer Program website or from the Army Golden Master.

The PureEdge Viewer Overview

What you see in the Viewer

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TITLE BAR and PureEdge Viewer TOOLBAR

ARMY LOGO & FORMS

COMMAND BUTTONS

SCROLL BAR

PureEdge ELECTRONIC FORM

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS
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12. THE FOLLOWING DISABILITY MAY RESULT <input checked="" type="checkbox"/> TEMPORARY <input type="checkbox"/> PERMANENT PARTIAL <input type="checkbox"/> PERMANENT TOTAL	13. BLOOD ALCOHOL TEST MADE <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	14. NO. OF MG ALCOHOL/100 ML BLOOD

NUM

The PureEdge Viewer Overview

The PureEdge Toolbar

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a. DATE 2005		b. PLACE (City and State) Alexandria, VA
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		14. NO. OF MG ALCOHOL/100 ML BLOOD

NUM

The PureEdge Viewer TOOLBAR buttons are displayed at the top of the window. To activate a button, click it with your mouse or use the standard Microsoft shortcut keys (see **TOOLBAR DETAILS**).

PureEdge Viewer Overview

Toolbar Functions



Toolbar Tool Tips



PureEdge Viewer Overview

Viewer Preferences

The screenshot shows the 'Preferences - Basic' dialog box. At the top is a toolbar with icons for file operations and viewing. Below the toolbar is a gear icon and the word 'Preferences' in large blue font. To the right are 'Save' and 'Cancel' buttons. Below this is a tabbed interface with 'Basic', 'Input Options', 'Printing Options', and 'Advanced' tabs. The 'Basic' tab is selected and contains three sections: 'WWW Browser Configuration', 'Mail Configuration', and 'Accessibility Configuration'. The 'WWW Browser Configuration' section has a 'Network Access' dropdown set to 'Online', a checked checkbox for 'Try to locate Browser automatically.', a 'Locate Browser' button, and a text field for 'Path to Browser' containing the text 'Try to locate Browser automatically.'. The 'Mail Configuration' section has a checked checkbox for 'Use Default Simple MAPI Client.', and text fields for 'SMTP Server' and 'Return Address'. The 'Accessibility Configuration' section has an unchecked checkbox for 'Use Enhanced Focus Indicator'.

WWW Browser Configuration

Network Access: **Online**

☒ Try to locate Browser automatically. **Locate Browser**

Path to Browser: Try to locate Browser automatically.

Mail Configuration ☒ Use Default Simple MAPI Client.

SMTP Server:











Return Address:

Accessibility Configuration ☐ Use Enhanced Focus Indicator

Adjust individual PureEdge Viewer PREFERENCES by clicking the PREFERENCES button on the toolbar. PREFERENCES allow the user to make changes to the PureEdge Viewer settings to include adjusting basic features, input options, printing options, and advanced settings.

PureEdge Viewer Overview

Toolbar Details

Toolbar Button	Description	Shortcut
 Open Form	Opens an e-Form in a new window.	Ctrl-O
 Save Form	Saves the current e-Form.	Ctrl-S
 Print Form	Prints the current e-Form.	Ctrl-P
 Email Form	Emails the current e-Form.	Ctrl-M
 Preferences	Sets Viewer preferences. This will be done for you during installation.	Alt-F12
 Check Spelling	Checks spelling within a single input field. You may add unique words to the dictionary.	Shift-F7
 Check All Spelling	Checks all input text you have added to an e-Form.	Alt-F7
 Help Mode	Enables context-sensitive help if the e-Form was designed with custom help messages.	Ctrl-H
 Viewer Help	Contains keyboard commands for navigating within an e-Form and for using the Viewer.	Alt-F1
 About	Displays version and registration information about the Viewer.	Ctrl-Shift-?

PureEdge Viewer Overview

Command Buttons

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The COMMAND BUTTONS are displayed in the ARMY FORMS BANNER. When similar buttons are found in the TOOLBAR and the COMMAND BUTTON areas, always use the COMMAND BUTTONS.

STATEMENT OF MEDICAL EXAMINATION AND
For use of this form, see AR 600-8-4, the proponent agency is D

THRU: (Include ZIP Code) TO: (Include ZIP Code)
Recipient
PO Box 1997
Alexandria, VA 22332
APD
2461 Eisenhower Ave.
Alexandria, VA 22332

1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial)
Jones, Mary, Z

2. SSN
123-45-6789

3. GRADE
12

4. ORGANIZATION AND STATION
APD

5. ACCIDENT INFORMATION
a. DATE
2005
b. PLACE (City and State)
Alexandria, VA

SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR

6. INDIVIDUAL WAS ☒ OUT PATIENT
☐ ADMITTED ☐ DEAD ON ARRIVAL

7. NAME OF HOSPITAL OR TREATMENT FACILITY ☐ CIVILIAN ☒ MILITARY
VA Medical Center

8. HOUR AND DATE ADMITTED
17:30 20050624

9. HOUR AND DATE EXAMINED
18:45 20050624

10. NATURE AND EXTENT OF ☒ INJURY ☐ DISEASE ☐ RESULTING IN DEATH (Explain)

11. MEDICAL OPINION:
a. INDIVIDUAL ☐ WAS ☒ WAS NOT UNDER THE INFLUENCE OF ☐ ALCOHOL ☐ DRUGS (Specify):
b. INDIVIDUAL ☒ WAS ☐ WAS NOT MENTALLY SOUND (Attach Psychiatric evaluation if appropriate).
c. INJURY ☐ IS ☒ IS NOT LIKELY TO RESULT IN A CLAIM AGAINST THE GOVERNMENT FOR FUTURE MEDICAL CARE.
d. INJURY ☐ WAS ☒ WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:

12. THE P
☒ TEMP

PureEdge e-Forms will look identical to previous versions of Army forms. The main visual change is the addition of the COMMAND BUTTONS, the ARMY LOGO, and the ARMY FORMS BANNER at the top of the e-Form. The COMMAND BUTTONS are the main controls allowing users to save, print, and email e-Forms. COMMAND BUTTONS are also necessary to navigate multi-page e-Forms.

PureEdge Viewer Overview

Command Button Details

<u>Command Button</u>	<u>Function</u>
Save	Saves the e-Form to the current location and file name. <i>NOTE:</i> <ul style="list-style-type: none"> • If the user opened the e-Form from the My Forms workspace while online at the Army Knowledge Online portal, the e-Form will be saved back to the user's online workspace. • If an e-Form has never been previously saved, the user will be prompted to perform a Save As.
Save As	Prompts the user for a filename and location before saving the form.
Print	Prints the current e-Form. Will print blank and/or completed e- Forms to a local or network printer.
Email	Opens the local email client to permit emailing e-Forms.
Wizard	Returns user to the e-Form's wizard interface (<i>only appears in select e-Forms</i>).
<<Previous	Returns to the previous page (<i>only appears in multi-page e-Forms</i>).
Next>>	Advances to the next page (<i>only appears in multi-page e-Forms</i>).

PureEdge Viewer Overview

Title Bar & Scroll Bars

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U.S. ARMY

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STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS
For use of this form, see AR 600-8-4, the proponent agency is DCS, G-1.

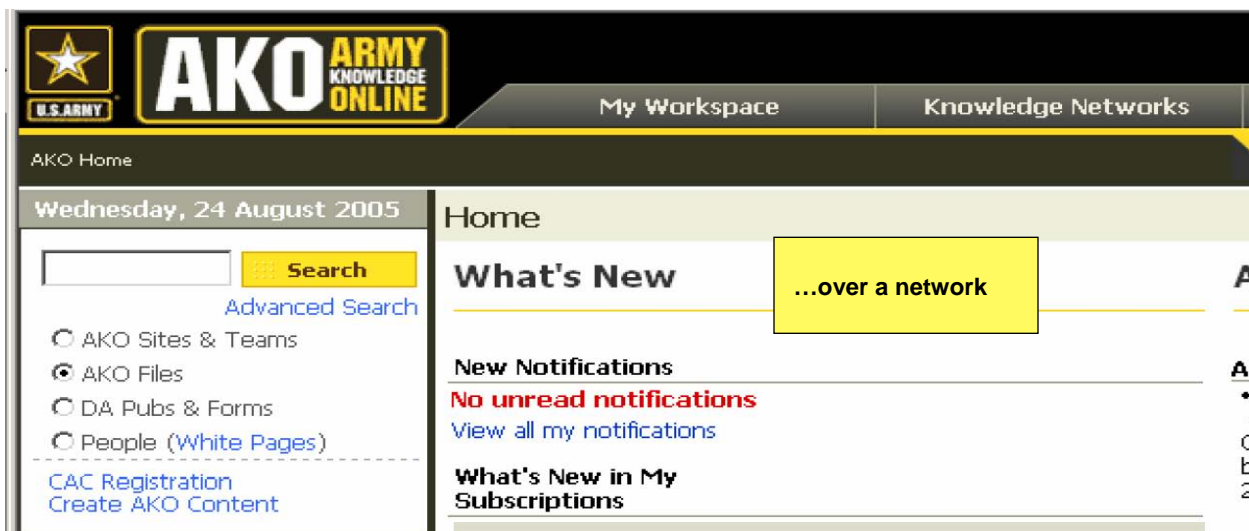
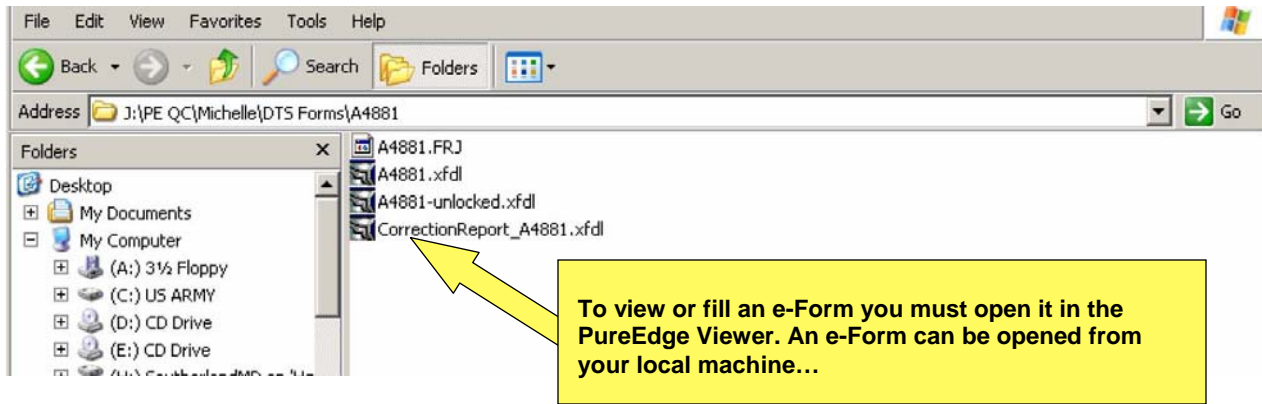
THRU: (Include ZIP Code)	TO: (Include ZIP Code) Recipient PO Box 1997 Alexandria, VA 22332	FROM: (Include ZIP Code) APD 2461 Eisenhower Ave.
1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Jones, Mary, Z		
4. ORGANIZATION AND STATION APD		5. a.

SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL PATIENT ADMINISTRATOR

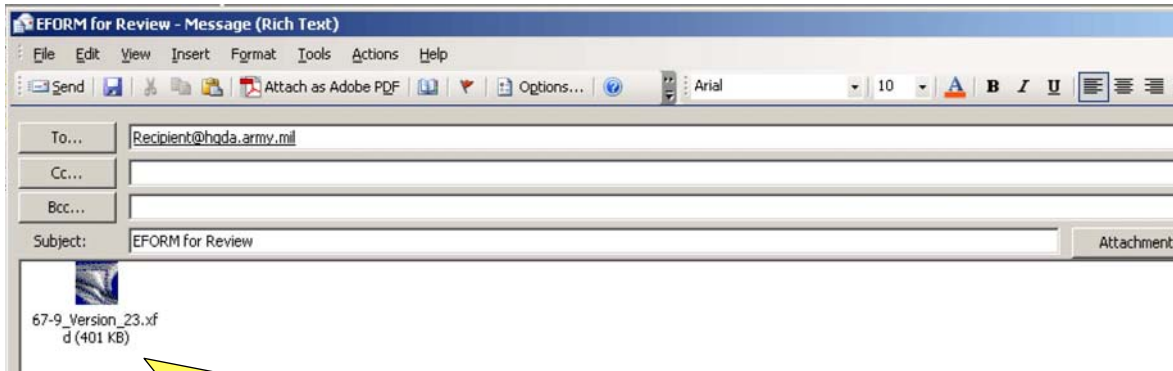
6. INDIVIDUAL WAS <input checked="" type="checkbox"/> OUT PATIENT <input type="checkbox"/> ADMITTED <input type="checkbox"/> DEAD ON ARRIVAL	7. NAME OF HOSPITAL OR TREATMENT FACILITY <input type="checkbox"/> CIVILIAN <input checked="" type="checkbox"/> MILITARY VA Medical Center	
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NUM

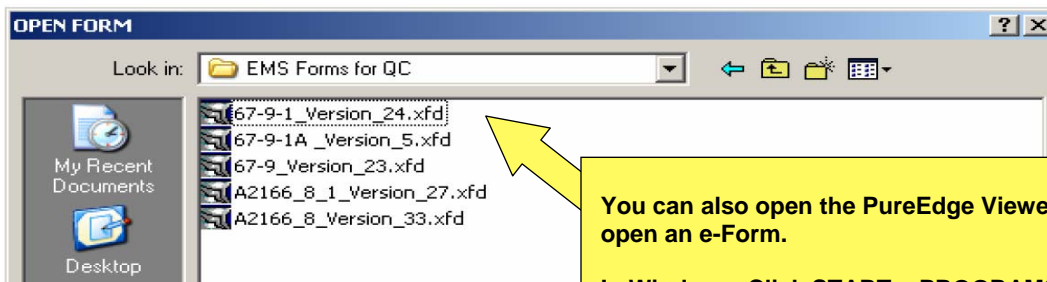
Using PureEdge e-Forms *Opening an e-Form*



Using PureEdge e-Forms Opening an e-Form



...or from within an email. The procedure is the same. Simply double-click the selected e-Form. The PureEdge Viewer will automatically launch and display the e-Form.



You can also open the PureEdge Viewer first and then use it to open an e-Form.

In Windows, Click START > PROGRAMS > PUREEDGE VIEWER 6.5 > PUREEDGE VIEWER. Click on the folder icon at the top left of the PureEdge Viewer. An Open Form dialog box opens. Browse and select the e-Form you want to view and then click OPEN.

Using PureEdge e-Forms

Inputting Text

1. LOCATION Ft. Eustis	
5. NAME (Last, First, MI) Jackson, Randy, M	
6. SSN 888-88-8888	7. GRADE/STATUS GS-13

Filling out an e-Form is similar to filling out a paper form except that you use a mouse and a keyboard to enter text instead of a pen. For example, you can type text into fields with the keyboard and select checkboxes with the mouse or space-bar. Use the tab key to move from field to field or simply use the mouse to reposition the cursor in a selected field.

Text Fields and Other Input Devices

Home Address:

425 Main Street
Springfield, OH

FIELD – A field allows you to provide information by typing text. Some fields allow a single line of text while others support multiple lines.

Check all that apply:

- ☐ Newspaper
☒ Radio
☐ Television

CHECK BOX - Check boxes allow you to make selections from a group of choices. The design of an e-Form will determine if you can make a single choice or multiple choices.

Engineer ▼
Doctor
Lawyer
Engineer
Accountant

POPUP LIST – A popup presents a list of choices. To make a selection, click the desired choice. Popup lists have a small button that, when clicked, causes the entire list to appear or “popup.”

Save

Print

BUTTONS – Buttons are used to perform actions. A user clicks a button to make it active.

Using PureEdge e-Forms Opening Multiple e-Forms

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Viewer Help

U.S. ARMY Forms Content Management

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	Recipient PO Box 1997	APD 2461 Eisenhower Ave.

DA FORM 2173, OCT 1972

Viewer Help

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	Recipient PO Box 1997 Alexandria, VA 22332	APD 2461 Eisenhower Ave. Alexandria, VA 22332

1. NAME OF INDIVIDUAL EXAMINED (Last, First, and Middle Initial) Jones, Mary, Z	2. SSN 123-45-6789	3. GRADE 12
--	-----------------------	----------------

4. ORGANIZATION AND STATION APD	5. ACCIDENT INFORMATION a. DATE b. PLACE (City and State)
------------------------------------	---

SECTION

6. INDIVIDUAL WAS <input type="checkbox"/> ADMITTED <input type="checkbox"/>	<input checked="" type="checkbox"/> MILITARY
---	--

8. HOUR AND DATE A
17:30 20050624

10. NATURE AND EXTENT OF ☒ INJURY ☐ DISEASE ☐ RESULTING IN DEATH (Explain)

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d. INJURY ☐ WAS ☒ WAS NOT INCURRED IN LINE OF DUTY. BASIS FOR OPINION:

12. THE FOLLOWING DISABILITY MAY RESULT

Viewer Help

1 of 1

NUM

Using PureEdge e-Forms Copying & Pasting

DA FORM 2173, OCT 1972

Viewer Help

U.S. ARMY
Forms Content Management

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Jones, Mary, Z

4. ORGANIZATION AND STATION
APD

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☐ ADMITTED ☐ DEAD ON ARRIVAL

8. HOUR AND DATE ADMITTED
17:30 20050624

10. NATURE AND EXTENT OF ☒ INJURY ☐

11. MEDICAL OPINION: a. INDIVIDUAL ☐ WAS ☒ WAS NOT INJURED
b. INJURY ☐ IS ☒ IS NOT LIKELY TO RECUR
c. INJURY ☐ WAS ☒ WAS NOT INCURRED

12. THE FOLLOWING DISABILITY MAY RESULT

13. CLASS NUMBER

14. NO. OF MONTHS SINCE LAST EXAMINATION

NUM

Page 14 Sec 1 14/22 At 1" Ln 1 Col 1 REC TRK EXT OVR

Copy & paste data between each e-Form you have open using the standard Windows methods.

For example, you can highlight the text you wish to copy with the mouse. Then click the right mouse button and select COPY. Move the cursor to the field where you want to paste the data. Click the right mouse button and select PASTE. You can also cut and paste from other software applications such as FormFlow, Word and Excel.

You may also use the keyboard commands of CTRL + C to copy and CTRL + V to paste.

Using PureEdge e-Forms *Navigating without a Mouse*



PureEdge VIEWER 6.5 for Windows



Help Information

This page contains information that may be helpful while using PureEdge Viewer. If the information on this page does not answer your question, please refer to the PureEdge Viewer User's Manual. You can get a PDF version of this manual from our documentation web site at: <http://docs.PureEdge.com>

Keyboard Commands

The Viewer features a number of keyboard commands. You can use these keystrokes instead of the mouse to accomplish a number of tasks.

Filling Out a Form

- | | |
|-------------|--|
| TAB | Move forward from item to item in the form. |
| SHIFT + TAB | Move backward from item to item in the form. |

Spell Checking in an e-Form



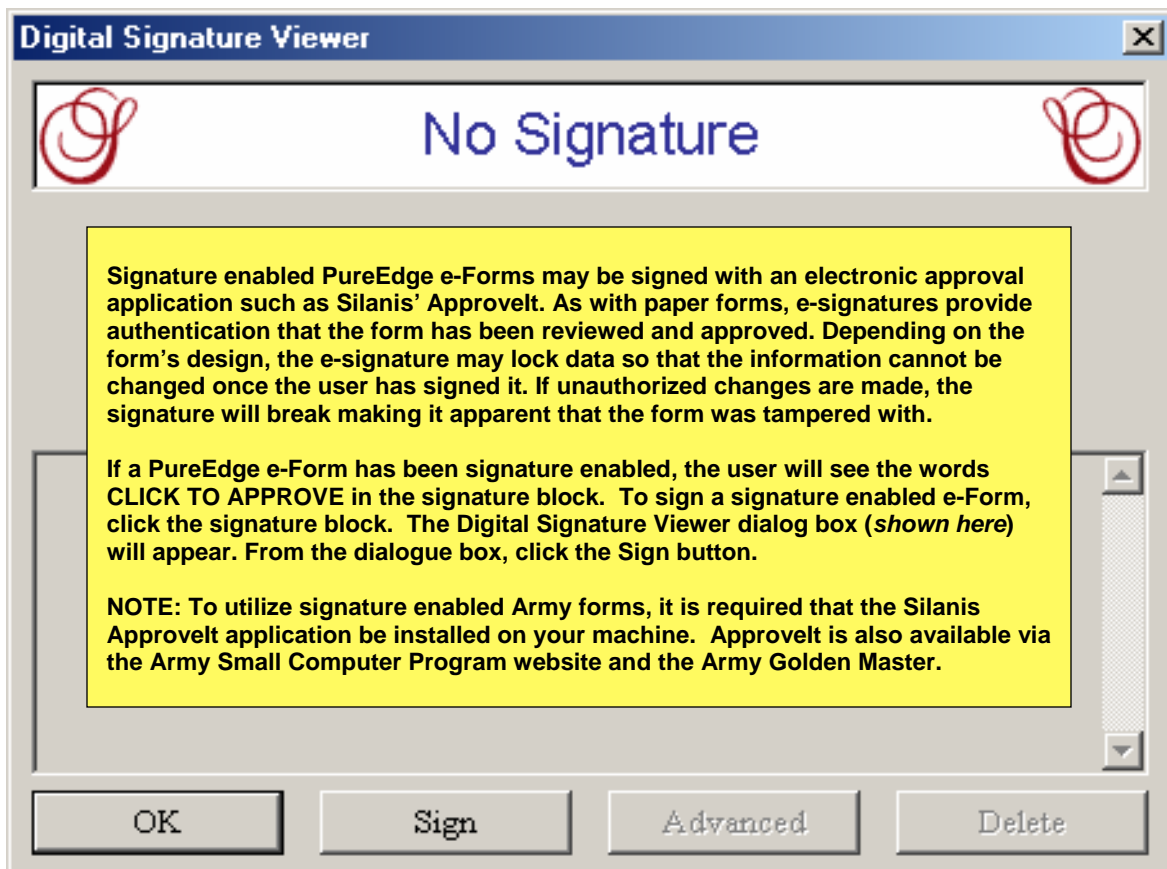
Select the **CHECK SPELLING** button to check spelling in a single field.

OR

Select the **CHECK ALL SPELLING ON PAGE** button to check spelling in all fields of an entire page.

Using PureEdge e-Forms

Signing an e-Form



Using PureEdge e-Forms

Saving an e-Form

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U.S. ARMY

PureEdge e-Forms can be saved empty, partially filled, or completely filled. You can open a saved e-Form at any time to continue working. An e-Form can also be saved to a floppy disk or data stick and carried with you.

SAVE SAVE AS PRINT EMAIL

INCE
NOMINATION AND APPR
For use of this form, see AP

Clicking SAVE AS opens a dialogue box (as shown below) prompting the user for a filename and location before saving the form.

Clicking SAVE saves the e-Form to the current location and file name. **NOTE:**

- If the e-Form was opened from the user's *My Forms* workspace while online at the AKO, the e-Form will be saved back to the workspace.
- If an e-Form has never been previously saved, the user will be prompted to perform a Save As.

1. NAME (Last, first, m

a. HONORARY

<input type="checkbox"/>	CERTIFICATE OF ACHIEVEMENT	<input type="checkbox"/>
<input type="checkbox"/>	CERTIFICATE OF APPRECIATION	<input type="checkbox"/>
<input type="checkbox"/>	OTHER (Specify)	<input type="checkbox"/>

Save As

Save in: C:\US ARMY

- CACDrivers
- Documents and Settings
- DRV
- FormFlow
- Intel
- MSOCache
- My Music
- Notes
- Program Files
- SUPPORT
- WINDOWS
- WUTemp

File name:

Save as type: XFDL Forms *.xfd

Save Cancel

Using PureEdge e-Forms Printing an e-Form

DA FORM 2173, OCT 1972

U.S. ARMY
Forms Content Management

SAVE SAVE AS **PRINT** EMAIL

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS

THRU: (Include ZIP Code) (Include ZIP Code)

Eisenhower Ave.
Alexandria, VA 22332

1. NAME OF INDIVIDUAL Jones, Mary, Z 3. GRADE 12

4. ORGANIZATION APD 45-6789

INFORMATION

ACE (City and State) Alexandria, VA

2005

SECTION I - TO BE COMPLETED BY ATTENDING PHYSICIAN OR HOSPITAL

6. INDIVIDUAL WAS ☒ OUT PATIENT 7. NAME OF HOSPITAL OR TREATMENT

Printing Steps:

Click the **PRINT** command button to print an e-Form. Depending on the printer you are using and its configurations, a print dialog box may open. Follow the same procedures you would use to print any document to the selected printer. You can select to print all pages of the e-Form or just the current page.

You can also use the **CTRL + P** shortcut just like any other Microsoft based software. Clicking **CTRL + P** will also open the print dialogue box.

12. THE FOLLOWING DISABILITY MAY RESULT ☒ TEMPORARY ☐ PERMANENT PARTIAL ☐ PERMANENT TOTAL

13. BLOOD ALCOHOL TEST MADE ☒ YES

Print

Printer Name: \\ardaps02\H1-1040B Properties

Status: Ready Layout

Type: HP LaserJet 5000 Series PCL 5e

Where: H1-1040

Comment: HP LaserJet 5000

Print range: ☒ All ☐ Current Page

Copies: Number of copies: 1

1 1 2 2 3 3 ☐ Collate

OK Cancel

Using PureEdge e-Forms Emailing an e-Form

DA FORM 2173, OCT 1972

U.S. ARMY
Forms Content Management

SAVE SAVE AS PRINT EMAIL

STATEMENT OF MEDICAL EXAMINATION AND DUTY STATUS
For use of the form, see AR 600-8-4, the proponent agency is DCS, G-1.

THRU: (Include ZIP Code) TO: (Include ZIP Code) FROM: (Include ZIP Code)
Recipient
2461 Eisenhower Ave.

The PureEdge Viewer installation will be set by default to use your installed email client (e.g. Microsoft Outlook) on your computer. If you do not have an installed email client, you can change the Viewer's preferences to use the built-in email support located by clicking the Preferences button in the toolbar.

6. INDIVIDUAL WAS ☒ OUT PATIENT ☐ ADMITTED ☐ DEAD ON ARRIVAL 7. NAME OF HOSPITAL
VA Medical Center

8. HOUR AND DATE ADMITTED

A PureEdge e-Form can be emailed provided your computer has access to an email server. Click the EMAIL command button or use the CTRL + M shortcut. The e-Form will be attached to the email. Complete the TO:, CC:, and SUBJECT: lines just as you would with any email you send. Add any message you wish to the body of the email.

12. THE FOLLOWING DISABILITY MAY RESULT
☒ TEMPORARY ☐ PERMANENT PARTIAL ☐ PERMANENT TOTAL

Statement of Medical Examination and Duty Status - Message (Rich Text)

File Edit View Insert Format Tools Actions Help

Send Arial 10 B I U

This message has not been sent.

To... Recipient@hqda.army.mil

Cc...

Bcc...

Subject: Statement of Medical Examination and Duty Status Attachment Options...

endform.xfd (46 KB)

Body of message goes here.

Frequently Asked Questions

What will replace the Army's FormFlow solution for electronic form design and usage?

New PureEdge forms technology will replace the FormFlow software and introduce a new approach for the processing of data through the use of electronic forms.

What is a PureEdge e-Form?

The PureEdge e-Form is the new Army standard format for electronic forms.

What are advantages of the PureEdge Technology?

The PureEdge e-Forms software will provide immediate benefits such as digital signatures, ad hoc routing, and encapsulation of the form with all of its related data. The entire e-Form, including content, is bundled in a single open standards XML document, and can be stored locally or in a centralized database.

How will the PureEdge Viewer be distributed and loaded?

The Army has purchased an enterprise-wide license for the PureEdge Viewer. To load the PureEdge Viewer, Army users must download a file which will install both a browser plug-in and a desktop application on their computer. This download process is very quick but is dependent on the bandwidth of your connection to the network. The PureEdge Viewer is available on the Army Golden Master and the Army Small Computer Program website.

NOTE: Users will need System Administrator rights to install the PureEdge Viewer

What do I need to support the PureEdge Viewer?

- **Operating Systems:** Windows 98; ME; NT 4.0 sp6a; 2000, sp2, sp3, sp4 and XP sp1, sp2.
- **Browser:** Internet Explorer 5.01 sp2 or higher, (5.5 sp2, and 6.0 sp1), Netscape Communicator 4.5 – 4.8 or higher; Netscape 6.1, 6.2, 7.0, 7.1, 7.2 or Mozilla 1.7
- **Minimum Hardware Requirements:**
 - Processor 500Mhz
 - RAM 128 MB
 - Download size: 10 MB
 - Disk Space: 40 MB
 - Disk space for installation: 21 MB
 - Display Resolution: 800 x 600, (1024 x 768 recommended)
 - Estimated Range of File Sizes Transported over the Network: The average size of e-Form documents is between 40k and 400k.

How will I get the e-Forms that I need?

E-Forms will be available through the *My Forms* link on the Army Knowledge Online portal and the APD website.

How do I open an e-Form for viewing?

You can open an e-Form from a floppy disk, CD-ROM, local computer, or over a network. Simply click on the selected e-Form. The PureEdge Viewer software will automatically open and display the e-Form.

Can I have more than one e-Form open at the same time?

Yes, you can have multiple e-Forms open at the same time. Each will be displayed in a separate instance, (window), of the PureEdge Viewer.

Can I copy & paste data between e-Forms?

Yes, the ability to copy & paste between e-Forms is very easy. Use the standard Windows procedures used in Microsoft Word to copy & paste data, (*keyboard or mouse procedures*).

How do I fill an e-Form?

Filling an e-Form is identical to filling any online document. You simply type your responses into the appropriate fields.

Can I transfer data from my FormFlow forms to PureEdge?

Yes, you can copy & paste data from FormFlow to PureEdge; however, PureEdge e-Forms will not be able to retrieve data stored in a FormFlow data file without the use of custom or third-party software.

How do I navigate inside an e-Form?

When navigating through an e-Form, use the TAB key to move forward from field to field. Use SHIFT + TAB keys to move backwards. You may also use your mouse to position your cursor anywhere in an e-Form. Navigation help is available inside the PureEdge Viewer by pressing the VIEWER HELP button on the toolbar.

Can I partially complete an e-Form or must I complete the entire e-Form at anytime?

An e-Form can be partially completed and saved for completion at a later date. You can save an empty e-Form, a partially filled e-Form, or a completed e-Form at anytime.

Can I fill an e-Form when I am not connected to a network?

Yes, an e-form can be filled on a laptop or other computer not connected to a network. E-Forms can be filled while working online or offline.

How do I save an e-Form?

You can save an e-Form to your computer, a network location, or onto a floppy disk. The file size of an e-Form is small enough to save a number of e-Forms on a single floppy disk.

Will my e-Form and the data I enter, be saved in two separate files?

No, each e-Form and all the data you enter will be stored as a single file. E-Forms are very portable and give you the ability to access your e-Form from a floppy disk or from your own computer.

Can I check my spelling?

Yes, click the CHECK SPELLING icon on the toolbar to check a single field. Click CHECK ALL SPELLING ON PAGE to spell check an entire page of e-Form.

Can I customize the Viewer dictionary?

Yes, the dictionary can be customized. When the CHECK SPELLING dialog window is open you may add words to the dictionary.

Can I print an e-Form?

Yes, you can print by clicking the PRINT command button. The e-Form will print without the command buttons, army logo and banner. You can select to print all pages or only the current page.

Can I email an e-Form?

Yes, click the EMAIL command button, or click the EMAIL icon in the toolbar in the toolbar. Your e-Form will be attached to an email that is sent like any other email.

Can I change the Viewer preferences?

Yes, you may click the PREFERENCES button on the toolbar to adjust basic features, input options, print options, and advanced settings within the PureEdge Viewer.

Can I sign an e-Form with an electronic signature?

Users will be able to electronically sign PureEdge e-Forms that have been signature enabled. Signature enabled e-Forms will display the words "Click to Approve" in the signature block field of the form.

Do I need any additional software in order to sign a form?

In order to sign an e-Form, Approvelt software must be installed on your machine. The Army has purchased an enterprise-wide license for the Approvelt application. The software is available on the Army Golden Master and the Army Small Computer Program website.

Note: *Users will need System Administrator rights to install Approvelt.*

Where can I find more information on the PureEdge Viewer?

Please refer to the PureEdge Viewer User's Manual v6.5 for additional information on the Viewer and its operations.